

MS 603 Direct Hire Position Classification Procedures

Effective Date: January 7, 2013

Responsible Office: Office of Human Resources

1.0 Writing the Position Description (PD)

The supervisor or designee drafts a description of the position, with the assistance from the Office of Human Resources (HR), through the Automated System. The position description (PD) should be a concise and accurate description of the duties and responsibilities of the position. The basic format of the PD is:

- (a) Introduction. The Introduction should indicate the position's major purpose and its location within the Agency.
- (b) Duties and Responsibilities. The Duties and Responsibilities should be grouped into paragraphs that describe the major duty areas (MDAs) to be performed followed by the percentage of time the MDA is performed.
- (c) Factor Evaluation System. The Factor Evaluation System (FES) is a factor level point system used to assign grades to federal sector positions. The FES factors, described below, immediately follow the duties and responsibilities in the PD.

1.1 Factor Evaluation System (FES) FACTORS

(a) Factor 1 - Knowledge Required by the Position

- (1) Kind or nature of knowledge and skills needed.
- (2) How the knowledge and skills are used in doing the work.

(b) Factor 2 - Supervisory Controls

- (1) How the work is assigned.
- (2) Employee's responsibility for carrying out the work.
- (3) How the work is reviewed.

(c) Factor 3 - Guidelines

- (1) Nature of guidelines for performing the work.
- (2) Judgment needed to apply the guidelines or develop new guides.

(d) **Factor 4 - Complexity**

- (1) Nature of the assignment.
- (2) Difficulty in identifying what needs to be done.
- (3) Difficulty and originality involved in performing the work.

(e) **Factor 5 - Scope and Effect**

- (1) Purpose of the work.
- (2) Impact of the work product or service.

(f) **Factor 6 - Personal Contacts**

- (1) People and conditions/setting under which contacts are made.

(g) **Factor 7 - Purpose of Contacts**

- (1) Reasons for contacts in Factor 6.

(h) **Factor 8 - Physical Demands**

- (1) Nature, frequency, and intensity of physical activity.

(i) **Factor 9 - Work Environment**

- (1) Risks and discomforts caused by physical surroundings and the safety precautions necessary to avoid accidents or discomfort.

2.0 Supervisory Position Descriptions

Supervisory PDs are written in the format above and should describe assigned administrative or management duties and responsibilities in addition to any technical or program management functions. The descriptions must contain a statement of responsibility to ensure the effective administration of the principles and practices of the Peace Corps' Equal Employment Opportunity (EEO) program.

3.0 Standardized Position Descriptions

A standard position description is a single description used to cover a number of like positions. Whenever a group of substantially identical positions exists, use of a standard position description should be considered. They are particularly effective when the agency desires to use uniform or standardized organization patterns and procedures in different locations where the same activities are to be performed. They may be used where identical work is being accomplished or when differences are only minor or incidental.

SPDs should be used when the major duties described represent at least 80% of the assigned work.

4.0 Statutory Requirements

PDs are the basis for establishing what duties and responsibilities employees must fulfill to earn their salaries and to be eligible for any additional compensation. They are the legal basis for:

- (a) Appointment of an employee,
- (b) Payment of salary,
- (c) Establishment of job qualifications and selection criteria to fill a position,
- (d) Development of performance plans and objectives,
- (e) Preparation of Individual Development Plans,
- (f) Review and evaluation of the employee's work, and
- (g) The determination of the rights and responsibilities of an employee.

5.0 Supervisory Responsibilities

Supervisors have the sole responsibility and authority to assign work, and must ensure that PDs are current and accurately describe the major duties and responsibilities of the employees occupying the positions. Supervisors and other managers use PDs to:

- (a) Detect duplication of work or overlapping responsibilities between different employees;
- (b) Identify competencies to establish selection criteria for evaluating applicants for positions;
- (c) Inform applicants or appointees about duties, responsibilities, qualifications, and working conditions;
- (d) Improve work methods and design organizations;
- (e) Review job content to establish performance standards;
- (f) Analyze recommendations for incentive awards; and
- (g) Evaluate training needs.

6.0 Classifying the Position

HR provides guidance to the supervisor/manager based on an analysis of the position. Generally, HR will reference the published U.S. Office of Personnel Management Position Classification Standards during the analysis process. A PD is established and classified based on a position's duties, responsibilities, and qualification requirements. HR certifies the position classification as to job series, FP grade level(s), and official title.

7.0 Reconsideration of a Position Classification

Employees (or their supervisor) may request a reconsideration of a position classification decision by submitting a letter stating the reasons they disagree with the classification, including any factors they believe were omitted in the analysis. The letter should be directed to the Chief Human Capital Officer in the Office of Human Resources and should be accompanied by the supervisor's statement concerning the accuracy of the PD and the accuracy of any additional duties and responsibilities. The decision by the Chief Human Capital Officer in HR is final.

8.0 Appealing a Classification

Per the Peace Corps Act, there is no classification appeal process for agency employees.

9.0 Expert/Consultant

9.1 Preparing a Statement of Work

The office engaging the consultant or expert is responsible for preparing a brief, accurate, and concise statement of the work to be performed. The statement is generally no more than one page in length. A classified PD is not required.

9.2 Rate of Pay

The rate of pay is based on the work to be performed and the qualifications of the proposed expert or consultant. The requesting office recommends a pay rate, but must not make a commitment to a proposed appointee without receiving approval from HR.

The rate of pay will be set according to consideration of:

- (a) The level and difficulty of the work to be performed.
- (b) The qualifications of the expert or consultant.
- (c) The pay rates of comparable individuals performing similar work in
- (d) Federal or non-Federal sectors.

(e) The availability of qualified candidates.

9.3 Range of Rates of Pay

Experts are paid a per hour rate of pay which may not exceed the rate of pay for a GS-15, step 10 without locality pay. Under special circumstances the Peace Corps Director may set the rate of pay for an Expert up to Executive Level IV.

The rate of pay should be commensurate with the level and difficulty of work to be done, the qualifications of the appointee, and the availability of such services in the labor market.